NATIONAL CITY PUBLIC LIBRARY
Invites your application for a
<u>Part-time Library Assistant</u>
<u>Literacy Services/Computer Center</u>
Up to 19 hour/week
$13.92/hour

Duties:
Responsibilities of the Literacy Services Library Assistant include, but not limited to:
- Provide direct assistance/support to Tutors, Learners and Volunteers: recruit tutors, learners and volunteers; screen volunteers; handle applications; match/pair tutors and learners; assist tutors and learners in the use of learning software.
- Participate in Tutor/Learner workshops and in-service training
- Plan, coordinate and conduct literacy events, programs/activities
- Maintain literacy application software; Data entry
- Perform technical and clerical duties
- Other duties as assigned in the Literacy Department and Computer Centre

Requirements:
- Graduation from high school and one year of clerical experience involving public service
- Working knowledge of Microsoft Word, Excel and Publisher
- Knowledge of basic office procedures and equipment
- Ability to establish and maintain effective working relations with all levels of staff and the general public
- Ability to communicate clearly and effectively, both orally and in writing

Filing Deadline: Sept 30, 2012 OR until sufficient applications have been received

Applications can be downloaded from the library's website or can be obtained at the library's front desk.

Completed **<u>applications must be returned directly to the Library</u>** along with **<u>three (3) professional references.</u>**